

**OFFICE OF SENATOR LISA MURKOWSKI  
2007 HIGH SCHOOL  
INTERN APPLICATION**

Senator Lisa Murkowski  
709 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-6665

## **OVERVIEW**

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Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a level of maturity and responsibility from all our interns. Holding them to these standards allows us to give interns the freedom of living on their own and the ability to explore Washington, D.C. during their free time.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer. Please be aware that we have a zero tolerance policy for alcohol and drug use.

## **WHO MAY APPLY**

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Senator Murkowski's intern program is open to Alaskan high school students completing their senior year.

## **QUALIFICATIONS**

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We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize their actions reflect upon their family, the State and the Senator.

## **WHEN**

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There are two sessions, lasting four weeks each. The first session runs from June 4 - June 29, 2007, and the second session runs from July 9 - August 4, 2007. You should designate which session you would prefer to attend on the application. You may participate in one session only.

## **ACTIVITIES**

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Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, composing articles for the intern newsletter, and accompanying Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend a number of tours and social events.

## **SALARY**

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**Please understand that this is not a government-funded program. Alaskan businesses and Alaskan individuals who are interested in supporting Alaska's next generation pay all covered expenses, other than the interns' salary and housing.**

Interns will be paid a stipend of \$350/week out of the office budget. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes, so the actual stipend will be slightly less. Air transportation to and from

Washington, D.C. will be provided. Most interns have found that additional personal funds are necessary to cover all of their expenses.

**It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely solely on their paychecks.**

## **HOUSING AND EXPENSES**

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The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session.

**Linens, pillows, blankets, and kitchen appliances will not be provided by GWU, and are the sole responsibility of the intern.**

**Interns are responsible for the cost of housing.** The housing this year will be about \$1000.00 per intern for each session, payable by the interns several weeks before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns. Daily transportation to and from the office via the Metro subway will average \$2.50. Interns will spend approximately \$15/day on food. However, interns can lower this cost of food considerably by purchasing groceries and using the kitchenettes in their rooms.

## **HOW TO APPLY**

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We are seeking a variety of active and enthusiastic Alaskans from all over the State to fill a total of twenty positions. Since there are often far more applicants than positions available, please apply as soon as possible. The attached application should be completed and postmarked no later than April 2, 2007.

**Senator Lisa Murkowski  
Attn: Zach Olson  
709 Hart Senate Office Building  
Washington, D.C. 20510-0203**

Applicants will be notified of selection by May 4, 2007. Additional applications or information can be obtained by writing the above address, by downloading them from our website: [www.murkowski.senate.gov](http://www.murkowski.senate.gov), or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665.

*Please Note:*

*To ensure that applications are received in a timely manner, please fax a copy of your application to our office, if possible, in addition to mailing it. Mail security screenings have significantly slowed our mail delivery, and applications mailed late will not be considered.*

**(202) 224-5301 (fax)**

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**Personal Information**

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Name (last, first) M / F

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Social Security Number

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Are you a United States Citizen? Y / N

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Street Address

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City State Zip Code

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Mailing Address (If different)

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City State Zip Code

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Home phone (        ) Email

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Date of Birth Place of Birth How long have you lived in Alaska?

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Mother's Name Work phone (        )

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Father's Name Work phone (        )

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Session applying for First Session ☐ Second Session ☐ Either ☐

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*You may attend only one session*

The first session is from **June 4 to June 29** and the second session is **July 9 to August 4**.

**Education**

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High School

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Address

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GPA Graduation date

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Extracurricular Activities

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Honors or Awards

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Special Skills

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Post High School Plans and Intended Course of Study

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**Employment History**

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Please begin with most recent employer

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1. Employer

Dates of employment

Address

---

City

State

Zip code

---

Phone (       )

Name of Supervisor

---

Title/Duties

---

2. Employer

Dates of employment

---

Address

---

City

State

Zip code

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Phone (       )

Name of Supervisor

---

Title/Duties

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## Recommendations

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Please include one letter of recommendation.

## References

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Please list three references who have known you at least two years.

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1. Reference

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Work phone (            )

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Home phone (            )

---

Address

---

City

---

State

---

Zip code

---

Relationship

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2. Reference

---

Work phone (            )

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Home phone (            )

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Address

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City

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State

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Zip code

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Relationship

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3. Reference

---

Work phone (            )

---

Home phone (            )

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Address

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City

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State

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Zip code

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Relationship

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### Essay Question

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On an additional sheet of paper, please answer the following question:

#### **Why do you want to be an intern in the Office of Senator Lisa Murkowski?**

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

### Consent

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**The information given above is complete and accurate to the best of my knowledge:**

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Applicant's signature

Date

#### **For parents/guardians of intern applicants:**

I have read the attached information and I grant permission for \_\_\_\_\_

\_\_\_\_\_ to participate in the program if accepted.

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Parent or Guardian's signature

Date

Applications should be postmarked no later than April 2, 2007.

Mail completed applications to:

**Senator Lisa Murkowski  
Attn: Zach Olson  
709 Hart Senate Office Building  
Washington, D.C. 20510-0203**

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